

§ 527.7

DA personnel and their family members.

§ 527.7 Heads of Headquarters, Department of the Army and field operating agencies.

Heads of Headquarters, Department of the Army (HQDA) and field operating agencies will—

(a) Prescribe procedures and conditions for providing check-cashing service to patrons of their facilities.

(b) Coordinate with the Director, Finance & Accounting (OASA(FM)) on policies and procedures to control and prevent dishonored checks. (See AR 310-3, para 1-9.)

§ 527.8 Commanders of major Army commands (MACOMs).

MACOM commanders will—

(a) Support and monitor the Dishonored Check Control Program—

(1) At intermediate or subordinate commands.

(2) At installations reporting directly to their headquarters.

(b) Give policy and procedural guidance to subordinate elements within their jurisdictions.

(c) Monitor effectiveness of the command Dishonored Check Control Program.

(d) Evaluate the Dishonored Check Control Program monthly.

(e) Ensure all subordinate elements within their jurisdiction conduct ongoing PFR/SMM training and educational programs. (See Training Circular 21-7)

(f) Establish a monitoring and evaluation system to ensure—

(1) Training programs are managed effectively.

(2) Training programs agree with DA goals, objectives, and guidelines.

§ 527.9 Commanding General, U.S. Army Training and Doctrine Command.

The Commanding General, U.S. Army Training Doctrine Command (TRADOC) will—

(a) Develop and maintain the course of instruction for the PFR/SMM training of all soldiers.

(b) Ensure time is allotted in basic training, advanced individual training, or one station unit training for—

(1) Training of enlistees.

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(2) Repeat of the course for trainees not achieving the lesson standard.

(c) Ensure programs of instruction (POI) of the Army Finance School include courses that equip finance officers and noncommissioned officers to assist in providing PFR/SMM to soldiers and units in the field. (See Training Circular 21-7).

§ 527.10 Installation commanders.

Installation commanders (or equivalent) or designated representatives will—

(a) Maintain, support, and monitor installation programs to control and prevent abuse of check-cashing privileges.

(b) Set up check control offices under the direct control of active duty commissioned or warrant officers, senior noncommissioned officers, or DA civilians GS-7 and above. Prior to the appointment of an installation check control officer (ICCO), the commander should review the provisions of §§ 527.13 and 527.31, and consider which major organizational element has staff supervision over—

(1) The majority of check-cashing facilities.

(2) The extension or withdrawal of installation privileges.

(3) The overstepping of identification (ID) cards.

(c) Ensure that if responsibility of ICCO is transferred from one organizational element to another, that resources are transferred also.

(d) Approve/disapprove appeals of suspended check-cashing privileges when checkwriter has committed four or more offenses.

(e) Appoint an individual or individuals serving at an installation staff directorate level to act on appeals of suspended check-cashing privileges when the checkwriter has committed 3 offenses.

(f) Appoint an individual or individuals serving at an installation staff division level to act on appeals of suspended check-cashing privileges when the checkwriter has committed 2 offenses.

(g) Ensure the priority of educational efforts is based on the needs of personnel under their command.

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(h) Ensure the POI for suspended personnel will stress—

(1) Career consequences of abuse of check-cashing privileges.

(2) Referral to individual and family counseling sources, when required.

(i) During inprocessing at permanent change of station for the following:

(1) Soldiers (E1 through E5). Emphasis will be on—

(i) Basics of checkbook management.

(ii) Check to financial organization pay option.

(iii) Consequences of abuse of check-cashing privileges.

(iv) Counseling services.

(2) Leaders (E6 through E9 and officers). Education will stress—

(i) The command unique elements of the dishonored check problem.

(ii) Leaders' responsibilities for role setting, training troops, and applying discipline.

(3) DA civilians and Family members. Education and counseling will be offered on a voluntary basis in accordance with AR 608-1.

§ 527.11 Unit commanders.

Unit commanders will assist the post/installation commander in the control and prevention of check-cashing privilege abuse. Unit commanders will—

(a) Advise all newly arrived personnel during the initial interview of their responsibilities for the proper use of personal checking accounts and check-cashing privileges and ensuring that their family members are aware of the same. Also determine the capabilities of the soldier for maintaining their checking account.

(b) Deliver notices of dishonored check offenses and suspensions to unit members and counsel them within 2 days of written notification.

(c) Take actions to properly settle the personal debts of soldiers if soldiers under their command issue dishonored checks. Articles 15, 121, 123a, and 133 or 134 of the UCMJ may be applied as stated in AR 600-20, para 5-10.

(d) Approve/disapprove appeals of suspended check-cashing privileges if a soldier or family member has committed a first offense.

(e) Recommend approval or disapproval of appeal actions to the indi-

vidual appointed by the installation commander for 2 or more offenses.

(f) Determine whether the over-stamping of an ID card is necessary if this is the checkwriter's first or second offense. As a disciplinary and control action this is advised.

(g) Schedule soldiers for remedial training and encourage family members who have written dishonored checks to attend this training.

§ 527.12 Supervisors of civilians.

Where DOD civilians are authorized check-cashing privileges the supervisors of these civilians will—

(a) Deliver notices of dishonored check offenses and suspensions to employees and counsel them.

(b) Approve/disapprove appeals of suspended check-cashing privileges if the employee has committed a first offense.

(c) Recommend approval or disapproval of appeal actions to the individual appointed by the installation commander for 2 or more offenses.

(d) Schedule employees for remedial training when the checkwriter has committed an offense.

§ 527.13 Installation check control officer.

The ICCO is the primary contact for dishonored check matters. The ICCO will—

(a) Serve as liaison between commander and check-cashing facilities.

(b) Be authorized to suspend check-cashing privileges.

(c) Maintain and circulate a dishonored check list. (See § 527.32(c))

(d) Maintain a central file of dishonored checkwriters (See § 527.32(a))

(e) Establish a grace period of 10 calendar days. The grace period will be 10 calendar days from the date of the written dishonored check notification. The ICCO may allow additional time on a case by case basis (i.e. checkwriter is TDY or no leave away from the installation.). There will be a standard grace period for all check-cashing facilities.

(f) Establish an installation test on checkbook maintenance. Those attending remedial training will have to pass this test prior to being removed from the dishonored check list. The test